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AUTHOR Sabatini, John A., Jr.
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ABSTRACT

Information is presented on out-of-state institutions operating in Maryland during the 1984-1985 academic year, as well as courses and programs, enrollments by institution, and the locations of the courses. Institutional changes since the preceding academic year and the current status of approved institutions are also identified. Thirteen out-of-state institutions were approved to operate at 33 separate off-campus locations. Offerings in the state were discontinued by the University of the District of Columbia, Neumann College, and Catholic University of America. The 33 sites approved include: 11 county and private schools, 8 private organizations, 4 federal agencies, 4 Naval installations, 4 military bases, 1 hospital, and 1 church. Of the 13 out-of-state institutions, 10 were private and 3 public. Total enrollments in these 13 institutions were 2,330 during fall 1984. The universities accounting for the most enrollments were George Washington University, Florida Institute of Technology, Central Michigan University, and American University. Seventy-nine percent of the enrollments were in four fields, business (33 percent), engineering (22 percent), computer science (17 percent), and education (7 percent). The text of state regulation on out-of-state programs is appended. (SW)

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OUT-OF-STATE INSTITUTIONS OF HIGHER EDUCATION OPERATING IN THE STATE OF MARYLAND

ACADEMIC YEAR 1984-1985

POSTSECONDARY EDUCATION RESEARCH REPORTS

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Out-of-State
Institutions of Higher Education
Operating in the State of Maryland
Academic Year 1984-85

State Board for Higher Education
Division of Institutional Approval and Evaluation
16 Francis Street
Annapolis, Maryland

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State of Maryland

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PREFACE

This is the sixth annual report concerning out-of-state institutions approved to operate in the State of Maryland. The purpose of this report is to provide academic program and enrollment information for the specific locations within the State at which out-of-state institutions were approved to operate for academic year 1984-85. Comparable data regarding courses offered by in-state institutions are also collected and published annually by the SBHE.

Section One contains information on institutional changes since the preceding academic year and the current status of approved institutions. Section Two contains enrollment information by institution. Section Three contains information on courses and programs currently offered. Section Four contains information on the type of locations where out-of-state institutions operate. The monitoring mechanism for evaluating the compliance of out-of-state institutions with State regulations is described in the Appendix.

This publication was prepared by the Division of Institutional Approval and Evaluation/Equal Educational Opportunity. Dr. John A. Sabatini, Jr. compiled and analyzed the data.

Sheldon H. Knorr
Commissioner

I

OVERVIEW

As indicated in Table I, 13 out-of-state institutions were approved to operate at 33 separate off-campus locations during the academic year 1984-85. During the previous year 15 institutions were approved to operate at 36 locations.

During this past year, three institutions, the University of the District of Columbia, Neumann College, and Catholic University of America completed their course offerings and elected to discontinue their operations. The University of Delaware was approved to offer selected undergraduate courses at Aberdeen Proving Ground, Maryland.

The 33 sites approved this year include: 11 county and private schools, 8 private organizations, 4 Federal agencies, 4 Naval installations, 4 military bases, 1 hospital, and 1 church.

Of the 13 institutions requesting approval for 1984-85, ten are private colleges and three are public. All institutions approved are fully accredited by their respective regional accrediting associations and are in full compliance with the policies pertaining to off-campus educational activities established by their respective associations (See Table 2). Of these institutions, four maintain full regional accreditation by the Middle States Association. Three of these are based in the District of Columbia, and one in Delaware. Four institutions are fully accredited by the North Central Association; two are based

in Michigan, one in Ohio and one in Illinois. Three institutions are fully accredited by the Southern Association; two from Florida and one from Kentucky. One institution from the State of California is accredited by the Western Association and one institution from the State of Oregon is accredited by the Northwest Association.

TABLE 1

Out-of-State Institutions Operating in Maryland
Number of Locations by Year
1979-1984

	Fall 1979	Fall 1980	Fall 1981	Fall 1982	Fall 1983	Fall 1984
American Univ., Wash., D.C.	8	5	3	5	5	7
Andrews Univ., Berrien Springs, Mich.	0	0	1	1	1	1
Antioch Univ., Yellow Springs, Ohio	0	0	1	1	1	1
Central Michigan Univ., Mt. Pleasant, Mich.	4	4	4	4	3	3
Embry-Riddle Aeronautical Univ., Daytona Beach, Fla.	1	1	1	2	2	3
Florida Inst. of Tech., Melbourne, Fla.	2	2	2	2	3	3
Geo. Wash. Univ., Wash., D.C.	32	26	30	24	21	15
So. Baptist Theological Seminary, Louisville, Kentucky	0	0	1	1	0	2
So. Ill. Univ. at Carbondale, Carbondale, Illinois	1	1	1	1	1	1
Trinity College, Wash., D.C.	1	1	1	2	2	3
Univ. of Delaware, Newark, Delaware	0	1	1	0	0	1
Univ. of So. Calif., Los Angeles, Calif.	1	2	2	2	2	3
Western Conservative Baptist Seminary, Portland, Oregon	0	0	0	0	1	1
TOTAL NUMBER OF INSTITUTIONS	12	13	16	16	15	13
TOTAL NUMBER OF SEPARATE LOCATIONS	41	36	42	41	36	33
TOTAL NUMBER OF LOCATIONS	60	50	54	52	46	44

TABLE 2

Out-of-State Institutions
Approved for Academic Year 1984-85

Institutions	Regional Accreditation
American University Washington, D.C.	Middle States Association
Andrews University Berrien Springs, Michigan	North Central Association
Antioch University Yellow Springs, Ohio	North Central Association
Central Michigan University Mt. Pleasant, Michigan	North Central Association
Embry-Riddle Aeronautical Univ. Daytona Beach, Florida	Southern Association
Florida Institute of Technology Melbourne, Florida	Southern Association
George Washington University Washington, D.C.	Middle States Association
So. Baptist Theological Seminary Louisville, Kentucky	Southern Association
So. Illinois University at Carbondale Carbondale, Illinois	North Central Association
Trinity College Washington, D.C.	Middle States Association
University of Delaware Newark, Delaware	Middle States Association
Univ. of Southern California Los Angeles, California	Western Association
Western Conservative Baptist Seminary Portland, Oregon	Northwest Association

II

ENROLLMENTS

The thirteen out-of-state institutions approved to operate in Maryland estimated a total enrollment of 2,330 during the Fall semester 1984. This represents a 44% decrease from the 1979-80 academic year when total enrollments were at 4,161. During 1984-85, 1,980 students enrolled in graduate studies. This compares to 2,705 students in 1979-80 or a 27% decline in graduate enrollments. During this same period, 1979-1984, undergraduate enrollments declined by 70 percent from 1,165 students in 1979 to 350 in 1984. (See Figure 1 page 15)

George Washington University accounted for 29% of the total enrollments, 30% of the graduate enrollments and 26% of the undergraduate enrollments (See Figures 2-4, pages 16-18). This compares to 29% of the total enrollments, 39% of the graduate enrollments and 7% of the undergraduate enrollments in 1983-84. In 1982-83 these proportions were 45%, 61% and 14% respectively.

Florida Institute of Technology enrolled 30% of the total enrollments and 36% of the graduate enrollments. This compares to 12% of the total enrollments and 18% of the graduate enrollments in 1983-84.

Central Michigan University enrolled 11% of the total enrollments, all at the graduate level. This made up 13% of total graduate enrollments statewide. This compares to 10% of

American University enrolled 7% of the total enrollments, 6% of the graduate enrollments and 16% of the undergraduate enrollments. The comparable figures for 1983 were 10%, 14% and 2%, respectively.

The remaining 9 institutions combined enrolled 23% of the total students, 15% of graduate students, and 58% of undergraduate students. Antioch University and Embry-Riddle Aeronautical University each enrolled 4% of the total enrollments. The University of Southern California and Trinity College each enrolled 4% of the total enrollments and 5% of the graduate enrollments. Southern Illinois University at Carbondale, Andrews University, Western Conservative Baptist Seminary, Southern Baptist Theological Seminary, and the University of Delaware combined enrolled 4% of the total enrollments, 3% of the graduate enrollments and 10% of the undergraduate enrollments.

FIGURE 1

Out-Of-State Institutions

Operating In the State Of Maryland

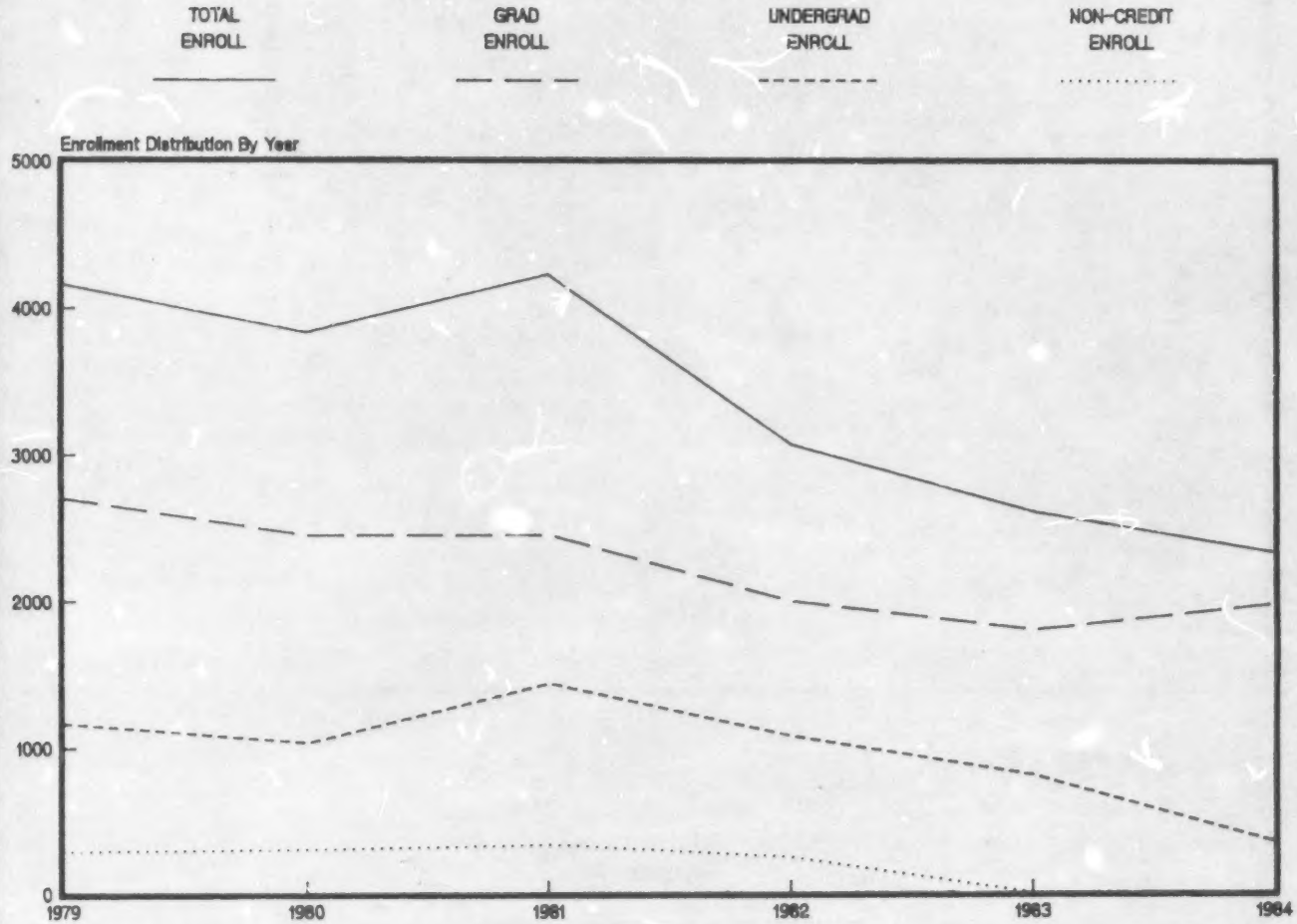

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FIGURE 2

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Proportion of Graduate Enrollments

By Institution

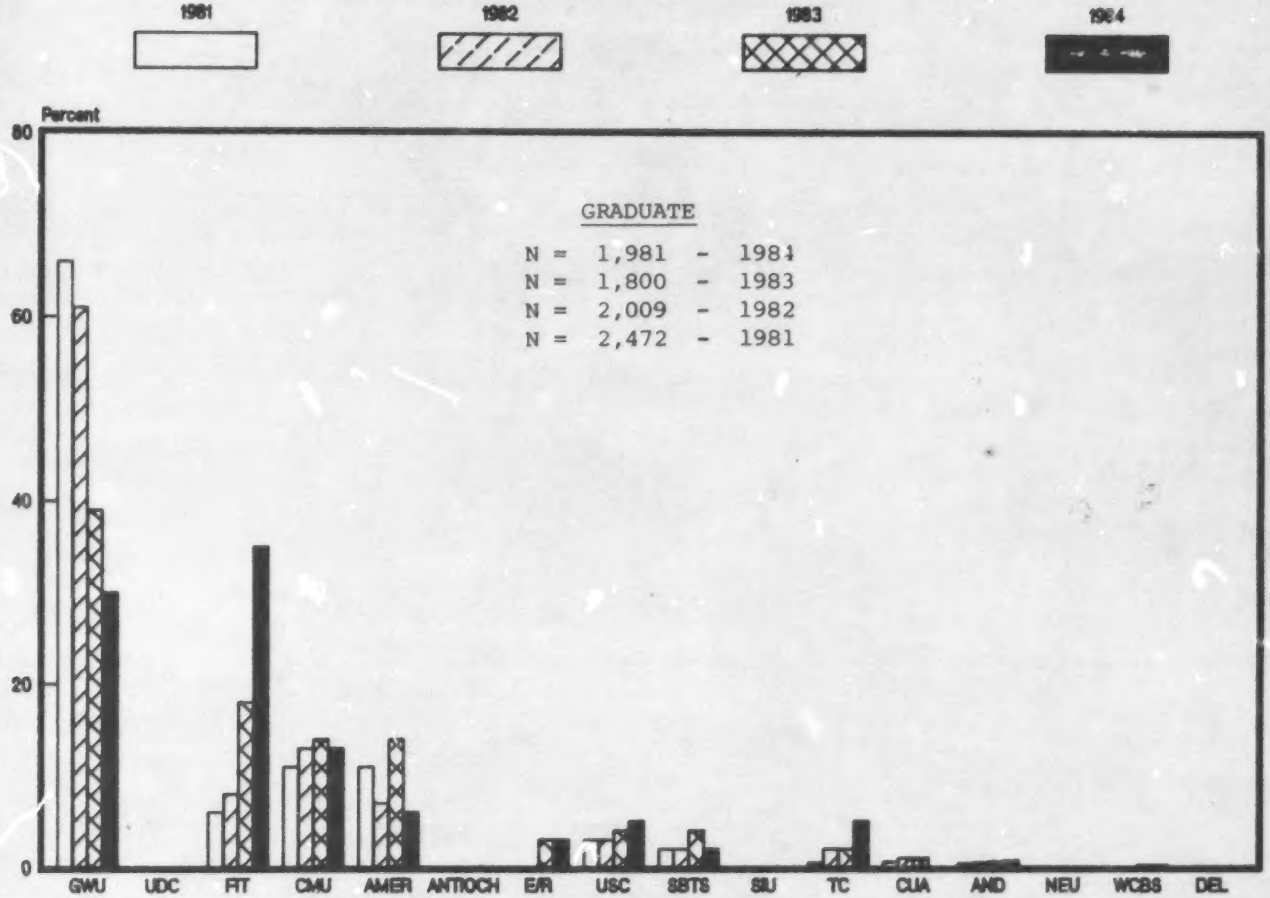


FIGURE 3

Proportion of Undergraduate Enrollments

By Institution

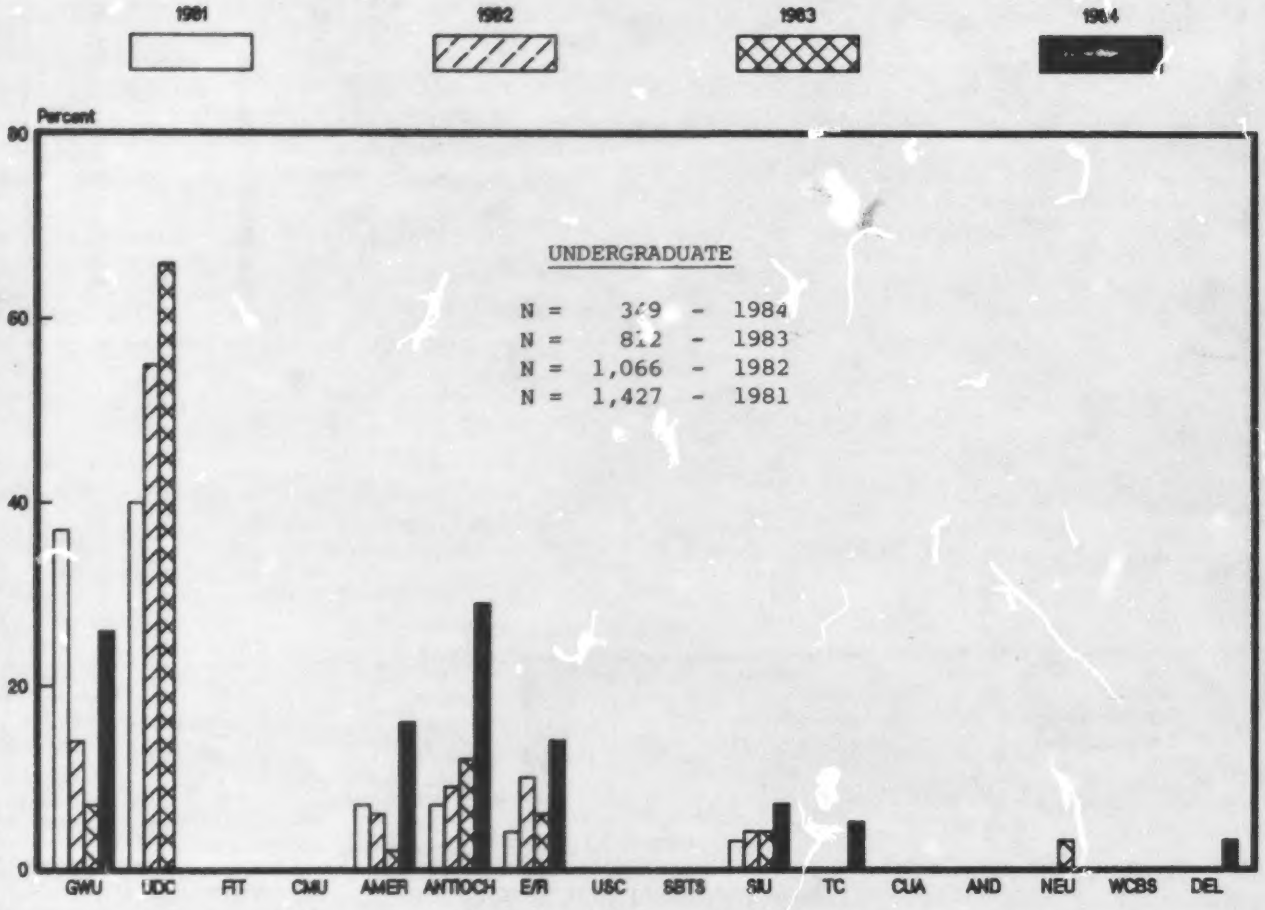
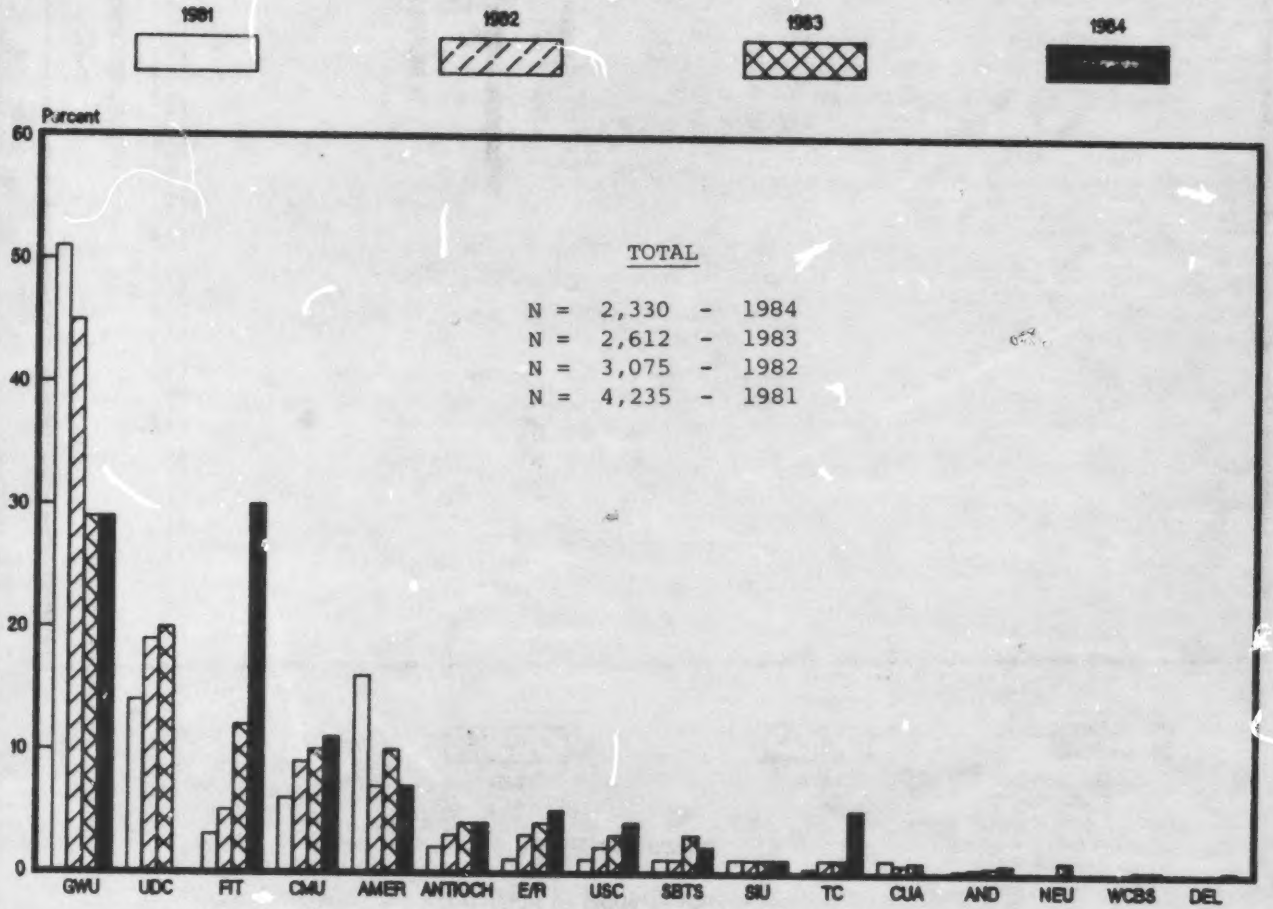


FIGURE 4

Proportion of Total Enrollments

By Institution



III

PROGRAMS

As was the case in previous years, the vast majority of students in 1984 enrolled in programs which had a professional orientation. Seventy-nine percent (1,847) of all enrollments were in one of four major fields of study: business (33%), engineering (22%), computer sciences (17%), and education (7%). The 1984 enrollments in business and engineering were similar to the 1983 level; however, enrollments in education declined in 1984 from previous years (9% to 7%), but increased in computer science (8% to 17%).

All of the 760 students enrolled in business courses were at the graduate level. In the business programs a majority of students enrolled in business administration, management and accounting.

All of the 524 students enrolled in engineering were at the graduate level. Most graduate students were enrolled in engineering administration. A smaller percentage were enrolled in electrical engineering, ocean engineering, and structural engineering.

The majority of all enrollments in education, (173) were at the graduate level. Major areas were administration and special education (reading, education of the emotionally disturbed, and vocational/special education).

Of the 390 students enrolled in computer science, the majority were at the graduate level. Most graduate students were enrolled in information sciences and systems technology and computer and information sciences.

Another 21% (483) of all enrollments were evenly distributed at the undergraduate and graduate level in the following fields: public affairs, public service technologies, physical sciences, social sciences, and health professions.

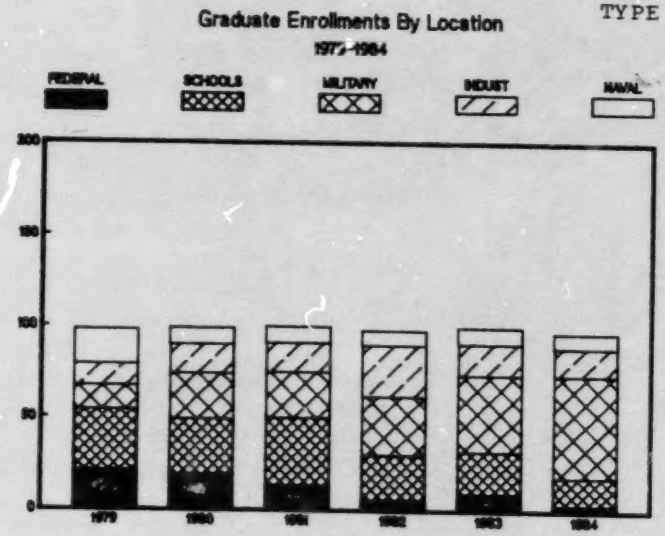
IV

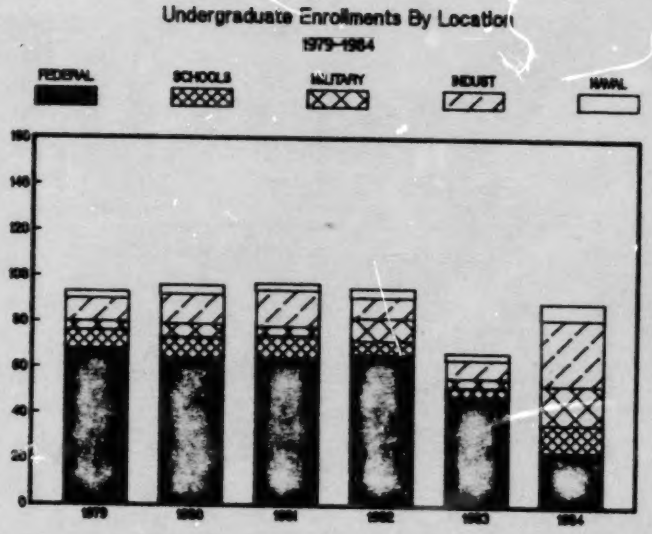
LOCATION OF PROGRAMS BY ENROLLMENT

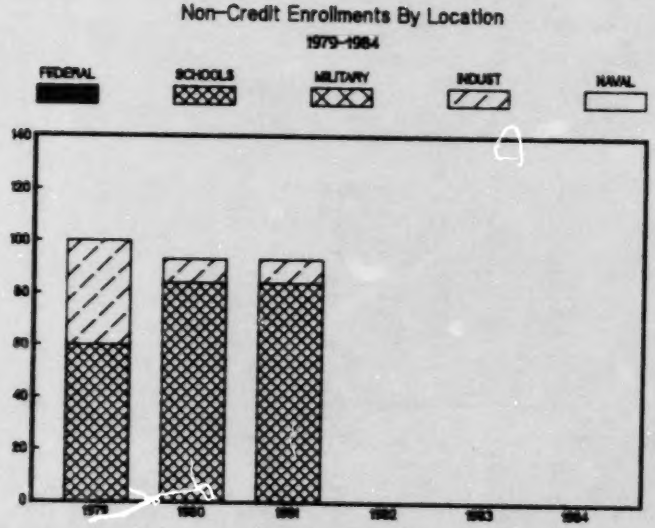
Figure 5, page 22 presents data on the types of location where out-of-state institutions operated for academic years 1979 through 1984. In 1979 federal non-military agencies and county and private schools accounted for 33% and 28% of all enrollments, respectively; by 1984 their share had decreased to 6% and 15%. On the other hand, the percentage of enrollments at military bases and in private industry increased from 10% and 13% in 1979 to 51% and 17% in 1984, respectively. In 1984 military bases served as the location for 51% of the total enrollments, 56% of the graduate enrollments, and 17% of undergraduate enrollments. In 1984 Federal agencies served as the location for 6% of total enrollments, 3% of graduate enrollments, and 24% of the undergraduate enrollments. During this period, private industry served as the location for 17% of the total enrollments. County and private schools served as the location for 15% of the total enrollments, 15% of the graduate enrollments, and 12% of the undergraduate enrollments. The percentage of total statewide enrollments at naval installations remained at the 1983, 1982, 1981, and 1980 levels.

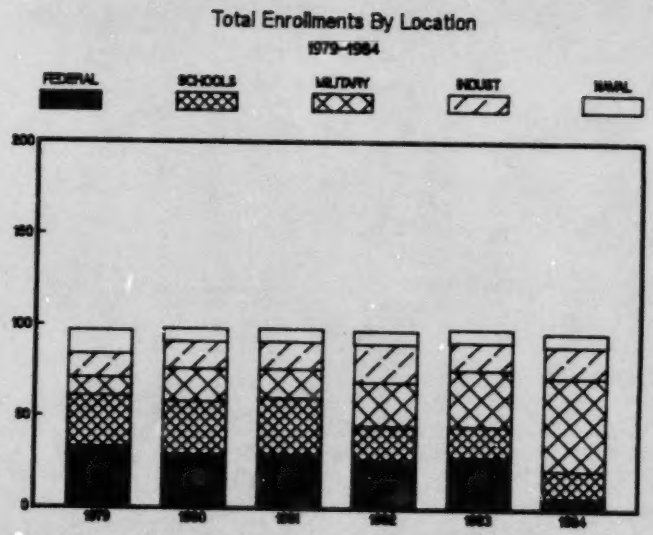
FIGURE 5

HEADCOUNT ENROLLMENT BY
TYPE OF LOCATION









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Federal Agencies

Table 3 provides information on institutions operating on non-military federal installations. Two institutions from the District of Columbia enrolled students at four agencies in Montgomery and Prince George's Counties in 1984.

George Washington University operated at 3 federal agencies and enrolled 86% of the total enrollments at federal agencies (45% of them at the graduate level and 55% of them at the undergraduate level). Courses at these agencies were offered in response to requests from these agencies for training to advance employees to management positions, and for highly technical courses in specialized fields, e.g., Cartography, Geodesy, and Oceanography. Admission to these courses is normally restricted to federal employees.

American University operated at one federal agency and enrolled 14% of the total enrollments at federal agencies. Undergraduate courses in Mathematics and Statistics accounted for 100% of the enrollments.

TABLE 3

Federal Agencies

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Defense Mapping Agency Bethesda, Md.	George Washington Univ. Washington, D.C.	Selected Undergraduate Courses in: - Cartography - Geodesy	49	Partial
National Aeronautics & Space Adm. (NASA) Goddard Space Flight Center Greenbelt, Md.	George Washington Univ. Washington, D.C.	Master of Engineering Admin.	54	Entire
National Oceanographic & Atmospheric Admin. Silver Spring, Md.	George Washington Univ. Washington, D.C.	Selected Undergraduate Courses in: - Cartography - Geodesy	16	Partial
U.S. Dept. of Commerce, Bureau of the Census Marlow Heights, Md.	American University Washington, D.C.	Selected Undergraduate Courses in: - Mathematics - Statistics	20	Partial

County and Private Schools

Table 4 provides information on institutions that operated in county and private schools. Three institutions from the District of Columbia, and one each from Michigan, and Kentucky offered courses and programs to students at thirteen schools located in Anne Arundel, Baltimore, Charles, Montgomery, and Prince George's Counties. George Washington University operated at 5 locations and enrolled 60% of the total enrollments at county and private schools. It offered Master's degree programs in Education and Engineering. Master's and Graduate Certificate degree programs in Education have been offered in Charles, Montgomery, and Prince George's Counties for more than ten years at the request of county superintendents and teachers in administration and special education. A Master's degree in Engineering Administration, offered in Baltimore and Montgomery Counties, is designed to provide engineers with training in managerial skills and organizational behavior.

American University operated at one location and enrolled 9% of the total credit enrollments at these locations, offering graduate courses in business management.

The Southern Baptist Theological Seminary operated at two locations, offering graduate theological courses at St. Mary's Seminary and University and at the Maryland Baptist Convention Building, Baltimore. It enrolled 12% of the total enrollments and 14% of the graduate enrollments.

Trinity College operated at two locations in Montgomery and Charles Counties enrolling 15% of the total enrollments at county and private schools. It offered a Master's degree in Special Education. This program, in operation for several years, was offered cooperatively with the Montgomery County Public Schools to meet the specific staff development needs in teaching children with emotional learning problems. The program essentially was open only to county public school employees. It also offered education courses at the request of the Southern Maryland Parochial School System exclusively for parochial school teachers in that system.

Andrews University operated at one location and enrolled 4% of the total enrollments at county schools, offering a graduate degree program for students at Columbia Union College.

TABLE 4

County and Private Schools

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Columbia Union College Takoma Park, Md.	Andrews University Berrien Springs, Mich.	Master of Arts in Teaching: - Elementary Education	14	Entire
Dulaney High School Timonium, Md.	George Washington Univ. Washington, D.C.	Master of Engineering Admin.	39	Entire
Georgetown Preparatory School Rockville, Md.	American University Washington, D C.	Graduate Certification in: - Business Management	30	Entire
Largo Sr. High School Upper Marlboro, Md.	George Washington Univ. Washington, D.C.	Master of Arts in Educ.: - Special Education (Early Childhood)	15	Entire
		Bachelor of Arts in Educ.	24	
Lynbrook Elementary School Bethesda, Md.	Trinity College Washington, D.C.	Master of Arts in Teaching: - Special Education	10	Entire
Md. Baptist Convention Bldg. Balt., Md.	The Southern Baptist Theological Seminary Louisville, Kentucky	Selected Graduate Theology Courses	13	Partial

TABLE 4

County and Private Schools (Cont.)

Location	Parent Institutions	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
St. Mary's Seminary & University Balt., Md.	The Southern Baptist Theological Seminary	Selected Graduate Theology Courses	30	Partial
Southern Md. Parochial School System	Trinity College Washington, D.C.	Selected Undergraduate Courses in: - Education	19	Partial
		Master of Arts in Elementary Education	25	Entire
Thomas Stone Sr. High School Waldorf, Md.	George Washington Univ. Washington, D.C.	Master of Arts in Educ.: - Classroom Teaching - Supervision & Human Relations	28	Entire
		Educational Specialist in Education: - Administration	28	Entire
Thomas S. Wooten High Rockville, Md.	George Washington Univ. Washington, D.C.	Master of Engineering Admin.	30	Entire
U.S. Naval Academy Annapolis, Md.	George Washington Univ. Washington, D.C.	Selected Graduate Course: - Information Management	45	Partial

Military Bases

The need for educational programs on military bases is determined by the Military Base Commanders and Base Educational Officers. The primary populations served are active duty military personnel and civilians employed at the installations. Since the institutions elect to open enrollments to non-active duty military personnel, military dependents, and civilians, they are not exempt from regulations by the State Board for Higher Education. They are evaluated by the same standards as all other higher education institutions.

Table 5 provides information on institutions operating on military bases. Seven institutions from the District of Columbia, California, Delaware, Florida, Michigan, and Oregon enrolled students at four military bases.

Florida Institute of Technology operated at three locations and enrolled 60% of the total enrollments offering Master's degree programs in Engineering Management, Computer Science, and Business Administration.

Central Michigan University operated at three locations and enrolled 22% of the total military base enrollments, offering a Master's degree program in Management and Supervision.

George Washington University operated at one base, enrolling 3% of the total enrollments, offering a Master's degree program in Operations Research.

Embry-Riddle Aeronautical University operated at two locations and enrolled 9% of the total enrollments, offering undergraduate and graduate degree programs in Aviation and Aircraft Maintenance.

The University of Southern California operated at two locations and enrolled 5% of the total enrollments, offering a Master's degree program in Systems Management.

The Western Conservative Baptist Seminary operated at one location and enrolled less than one percent of the total enrollments.

The University of Delaware operated at one location and enrolled less than one percent of the total enrollments at military bases.

TABLE 5

Military Bases

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Aberdeen Proving Ground, Md.	Central Michigan Univ. Mt. Pleasant, Mich.	Master of Science in Admin. Master of Arts in Mgmt. & Supervision	60	Entire
	Florida Inst. of Tech. Melbourne, Fla.	Master of Business Admin. Master of Science in Engineering Mgmt. Master of Science in Systems Mgmt.	140 30 35	Entire Entire
	George Washington Univ. Washington, D.C.	Master of Science in Operations Research	37	Entire
	Univ. of Delaware Newark, Delaware	Selected Undergraduate Courses in Computer Programming	10	Partial
	Western Conservative Baptist Seminary Portland, Oregon	Selected Graduate Courses in Theology	4	Partial
Andrews Air Force Base	Central Michigan Univ. Mt. Pleasant, Mich.	Master of Science in Adm. Master of Arts in Mgmt. & Supervision	150	Entire
	Embry-Riddle Aeronautical Univ. Daytona Beach, Fla.	Undergraduate & Graduate Degree Programs in Aviation & Aircraft Maintenance	50	Entire

TABLE 5

Military Bases (Cont.)

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Andrews Air Force Base	Florida Inst. of Tech. Melbourne, Fla.	Master of Business		Admin.
		Master of Science in Contract & Acquisition Management	40	Entire
	Univ. of So. Calif. Los Angeles, Calif.	Master of Science in Systems Mgmt.	20	Entire
Ft. George Meade	Central Michigan Univ. Mt. Pleasant, Mich.	Master of Sci. in Adm. & Supervision Master of Arts in Mgmt.	47	Entire
Patuxent River Naval Air Station Patuxent, Md.	Embry-Riddle Aeronautical Univ. Daytona Beach, Fla.	Undergraduate & Graduate Degree Programs in: - Aviation & Aircraft Maintenance	55	Entire
	Florida Inst. of Tech. Melbourne, Fla.	Master of Sci. Eng. Mgmt.	25	Entire
		Master of Business Admin.	200	Entire
		Master of Sci. Comp. Sci.	175	Entire
		Master of Sci. Elec. Eng.	40	Entire
		Master of Science in Systems Mgmt.	20	Entire
	Univ. of So. Calif. Los Angeles, Calif.	Master of Science in Systems Mgmt.	40	Entire

Private Industry

Table 6 provides information on institutions on private industry sites. Two institutions from the District of Columbia, one institution from California and one from Ohio offered courses to students at eight locations in Anne Arundel, Baltimore, Montgomery, and Prince George's Counties.

George Washington University operated at three locations and enrolled 48% of the total enrollments at private industry locations, offering Master's degree programs in Engineering Administration.

American University operated at three locations and enrolled 48% of the total enrollments. American University offered graduate programs in Business and in Toxicology. Admission to courses is restricted to employees of the organizations.

Antioch University operated at one location and enrolled 25% of the total enrollments, offering a Bachelor of Arts in Labor Studies at the George Meany Center for Labor Studies.

The University of Southern California operated at one location and enrolled 10% of the total enrollments at private industry locations, offering a graduate program in systems management.

TABLE 6

Private Industry

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
AAI Corp. Cockeysville, Md.	George Washington Univ. Washington, D.C.	Master of Eng. Admin.	34	Entire
Aeronautical Radio, Inc. Annapolis, Md.	George Washington Univ. Washington, D.C.	Master of Eng. Admin.	72	Entire
George Meany Center for Labor Studies Silver Spring, Md.	Antioch University Yellow Springs, Ohio	Bachelor of Arts: Labor Studies	100	Entire
Informatics General Corp.	American University Washington, D.C.	Management Information System Grad. Cert.	20	Entire
Litton Bionetics Kensington, Md.	American University Washington, D.C.	Master of Science in Interdisciplinary Studies - Toxicology	30	Entire
Marriott Corp. Bethesda, Md.	American University Washington, D.C.	Graduate Certificate in Business Management	15	Entire
Vitro Labs Silver Spring, Md.	Univ. of So. Calif. Los Angeles, Calif.	Master of Systems Mgmt.	40	Entire
Westinghouse Defense & Electronics Center Balt., Md.	George Washington Univ. Washington, D.C.	Master of Sci. in Eng.: - Communications & Computer Science	41	Entire
		- Electrical Engineering	41	Entire

Naval Installations

For the purposes of this report, naval installations are treated separately from other military installations. The educational programs at naval sites serve mainly federal civilian employees rather than primarily active duty naval personnel.

Table 7 provides information on institutions operating at naval installations. Three institutions enrolled students at four naval installations located in Charles and Montgomery Counties.

George Washington University operated at three sites and enrolled 72% of the total enrollments at naval installations, offering Master's degree programs in Engineering, Administration, and Education. Graduate programs in Education Administration have been offered at the Naval Dental Center for several years at the request of the installation. This program is essentially closed to the general public.

Southern Illinois University at Carbondale operated at one location and enrolled 15% of the total naval installations enrollments. The Bachelor of Science degree in Technical Careers with a health care services emphasis is offered at the Naval Medical Center for qualifying military personnel who wish to acquire competencies useful to the service as well as to prepare themselves for graduate education opportunities.

TABLE 7

Naval Installations

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Naval Dental Center Bethesda, Md.	George Washington Univ. Washington, D.C.	Master of Arts in Higher Ed.	10	Entire
National Naval Medical Center Bethesda, Md.	So. Ill. Univ. at Carbondale Carbondale, Ill.	Bachelor of Science in Tech. Careers: - Health Care Services	26	Entire
Naval Ordnance Station Indianhead, Md.	George Washington Univ. Washington, D.C.	Master in Eng. Admin.	81	Entire
	American University Washington, D.C.	Selected Graduate Courses: - Business Administration	23	Partial
Naval Ships Research & Development Center Bethesda, Md.	George Washington Univ. Washington, D.C.	Master of Science in Ocean Engineering	15	Entire
		Master of Science in Structural Eng.	22	Entire

Other

As indicated in Table 8, two institutions enrolled students at locations in Montgomery County.

Trinity College offered selected graduate courses in Counseling Psychology at the Potomac Presbyterian Church.

American University offered an undergraduate nursing program at the Montgomery General Hospital in Olney, Maryland for its employees.

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TABLE 8

Other Locations

Location	Parent Institution	Courses or Programs	Projected Enrollment	Portion of Degree Programs Available
Potomac Presbyterian Church Potomac, Md.	Trinity College Washington, D.C.	Selected Graduate Courses in: Counseling Psychology	58	Partial
Montgomery General Hospital Olney, Md.	American University Washington, D.C.	Bachelor of Science in Nursing	35	Entire

State Board for Higher Education

CODE OF MARYLAND REGULATIONS
13.50.02

Requirements for Authorization of Out-of-State Postsecondary Educational Institutions to Offer Courses, Academic Programs and Award Certificates and Degrees in the State of Maryland

16 Francis Street
Annapolis, Maryland 21401

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Title 13
EDUCATION

Subtitle 50 BOARD FOR HIGHER EDUCATION

Chapter 02 Authorization to Offer Courses and Postsecondary Education

Authority: Education Article, §§12-201—12-207, Annotated Code of Maryland

.01 Authority to Issue a Certificate of Approval to Operate in the State of Maryland.

A. Title 12 of the Education Article, Annotated Code of Maryland, was enacted by the 1978 Maryland General Assembly. Sections 12-201—12-207 apply to an institution of higher education operating, doing business, or functioning within the geographical boundaries of Maryland.

B. Out-of-State institutions of higher education may not operate in Maryland without a Certificate of Approval from the Commissioner of Higher Education.

C. Authorization to offer courses and programs of postsecondary education in Maryland will be granted only to institutions having complied with the provisions of Title 12, §§12-201—12-207, Annotated Code of Maryland, and the following regulations governing the operation of out-of-State institutions.

.02 Definition of Terms.

A. An institution of postsecondary education is as defined in the Education Article, §12-201, Annotated Code of Maryland.

B. A 4-year college or university is defined as a public or private institution of higher education which awards a baccalaureate level degree, and which may also offer the following degrees in accordance with its authorized role and mission: masters, doctorate, first professional, and advanced certificates.

C. A 2-year college is defined as a public or private postsecondary educational institution which awards degrees in both transfer and occupational curricula at the associate level. In addition, certificates in occupational curricula, courses in continuing education, and other community services are offered.

D. A transfer program is designed to provide an organized curriculum equivalent to the first 2 years of a baccalaureate program.

E. An occupational program is designed to provide an organized curriculum primarily for immediate job entry, or to upgrade the skills of those already employed.

F. An academic program is a specified combination of postsecondary education courses which fulfill the requirements of an institution for awarding a degree or certificate.

G. A credit course is a classroom or nonclassroom experience, which is recognized as partially fulfilling institutional requirements for the award of a degree or certificate.

H. A noncredit course is a classroom or nonclassroom experience, which is not recognized as partially fulfilling requirements for the award of a degree or certificate, but which may be a prerequisite to participate in degree credit courses.

I. One semester hour of credit is awarded for a minimum of 15 hours of class time or equivalent guided learning activity, exclusive of registration, study days, holidays, and final examinations.

J. One semester hour of credit is awarded for a minimum of 30 hours of supervised laboratory or studio time, exclusive of registration, study days, holidays, and final examinations.

K. The Continuing Education Unit is a nationally recognized method for measuring and recording participation in continuing education programs that do not carry credit toward a degree, but do meet established criteria for the evaluation of student learning.

.03 Exemptions.

A. These regulations may not apply to a postsecondary educational institution offering courses or programs on a military installation exclusively recruiting and enrolling active duty military personnel. In electing to exercise this option, the institution is precluded from enrolling non-active duty military personnel, military dependents or civilians employed at this installation and waives its right to claim veterans benefits for enrollees.

B. To receive an exemption, the Chief Executive Officer of the educational institution and the Base Commander of the military installation must submit to the Commissioner of Higher Education on the forms provided, at least 30 days in advance of the proposed initiation date, a written petition for State exemption.

.04 Procedures for Approval.

A. Approval to Operate.

(1) To receive initial approval to operate, the Chief Executive Officer shall submit to the Commissioner of Higher Education on the forms provided a written application for authorization to offer a post-secondary educational course or courses and program or programs in a specific location in Maryland. The completed application and all supportive documentation shall be provided at least 5 months before the institution proposes to commence operation.

(2) The application shall include:

(a) Specific geographical location of proposed operation;

(b) Proposed date of operation;

(c) Identification of institution;

(d) Identification of authorized representatives;

(e) Board of Trustees resolution of financial solvency;

(f) Certificate of Incorporation as foreign corporation;

(g) Regional accreditation status;

(h) Copies of awards;

(i) Programmatic data;

(j) Qualification of instructors and staff;

(k) Library resources;

(l) Certificate of Compliance with fire and safety codes;

(m) Copies of advertisements.

(3) An institution may not promote advanced publicity through advertisements, announcements, or other similar media on proposed courses to be offered in Maryland before receipt of official approval from the Commissioner of Higher Education.

(4) The Commissioner of Higher Education will notify the Chief Executive Officer in writing of official action. An institution may not operate, do business, or function in absence of written authorization from the Commissioner.

B. Approval to Continue to Operate at a Previously Approved Location.

(1) To receive approval to continue to operate at a previously approved location, whether to offer previously approved courses or to

offer new courses, the Chief Executive Officer shall submit to the Commissioner of Higher Education on the forms provided a written application for authorization to continue to operate. The completed application and all supportive documentation shall be provided at least 5 months before the institution commences operation.

(2) The application shall include:

(a) Specific geographic location of current operation;

(b) Proposed date of continued operation;

(c) Identification of institution;

(d) Identification of authorized representatives;

(e) Programmatic data;

(f) Qualifications of instructors and staff;

(g) Library resources;

(h) Certificate of Compliance with fire and safety codes;

(i) Copies of advertisements.

(3) An institution may not promote advanced publicity through advertisements, announcements, or other similar media on proposed courses to be offered in Maryland in absence of official approval from the Commissioner of Higher Education.

(4) The Commissioner of Higher Education will notify the Chief Executive Officer in writing of official action. An institution may not operate, do business, or function in absence of written authorization from the Commissioner.

.05 Evaluative Items.

A. Accreditation.

(1) An institution shall maintain continuous full accreditation by a regional accrediting association recognized by the United States Office of Education and the Council on Postsecondary Accreditation. Candidacy status and official probationary status may not be considered as a valid substitution for full regional accreditation.

(2) Proposed specialized fields of study, maintaining professional accreditation by an association recognized by the United States Office of Education and the States Office of Education and the Council on Postsecondary Accreditation shall meet the same standards applicable to the resident campus program.

(3) Institutions shall present written evidence of compliance with regional and professional accrediting association's policies related to off-campus educational activities.

B. Need Criterion.

(1) Before the evaluation by the State Board for Higher Education of the readiness of any out-of-State institution to operate in the State, the institution shall present evidence demonstrating the educational need to establish operations and award degrees in the State.

(2) At a minimum, this need shall be substantiated on the basis that the proposed educational activities to be offered are:

(a) Not unreasonably duplicative of existing or planned educational activities in a specific geographical location in the State;

(b) Justified by student interest and present and future employment opportunities.

C. Academic Policies. Institutional academic policies for admission, graduation and the awarding of academic credit shall be consistent with policies maintained by the parent institution for resident students and shall be consistent with the State's minimum requirements for colleges operating in Maryland.

D. Administrative Staff.

(1) The institution shall provide for an on-site administrative staff responsible for the overall administrative operation of educational activities, to include counseling, advising, testing, orientation, financial aid services, and maintenance of academic records.

(2) In addition to being responsible for the administration of the policies and procedures established by the parent institution, the designated administrators are responsible for meeting the expectations set forth in these regulations.

(3) The duties, responsibilities, and size of the staff shall be adequate to the purpose and size of educational activities offered.

E. Faculty.

(1) The faculty employed by the institution shall be competent in their formal education and professional experience to enable them through effective instruction to achieve the educational objectives of the institution.

(2) In their scholarly preparation, faculty members shall have completed formal studies at least through the master's degree from a

regionally accredited institution and be assigned to teach in the fields of their degrees.

(3) At least one-third of the classes offered shall be taught by full-time faculty of the parent institution.

F. Library Resources.

(1) Institutions offering programs or courses, or both, in Maryland, shall provide adequate and appropriate library resources within State boundaries and within reasonable distance of the instructional site. Usage statistics shall be kept to determine to what extent these resources are available and accessible.

(2) Executed contracts providing for library resources, including borrowing privileges, will be acceptable if adequate accessibility is insured and if approved by the Commissioner of Higher Education.

Administrative History

Effective date: July 27, 1979 (6:15 Md. R. 1285)